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1. GENERAL: All members of the Army community, and others concerned with the welfare of both the Army and the Nation, are eligible to submit ideas. The following guidelines, derived from AR 5-17, will assist you in preparing and presenting ideas for consideration.

2. ELIGIBLE IDEAS:

   a. The idea proposes a solution to a problem with sufficient rationale to support the requested procedure.

   b. The idea is of prospective benefit to the government.

      (1) Accomplishes a job better, faster, or cheaper.

      (2) Improves or simplifies a procedure, operation, method, layout or organization.

      (3) Increases productivity.

      (4) Conserves material or property.

(5) Promotes health or improves working conditions.

(6) Greatly reduces likelihood of serious accidents.

(7) Improves morale with regard to personnel policy, practices, services, or on-post facilities.

c. Ideas which meet ASP's standards for quality, content, and benefit calculation and were approved (within 90 days of submission to ASP) under other programs, such as, Supply and Maintenance Assessment and Review Team (SMART), Price Challenge or Tool Improvement Program (TIPS).

3. INELIGIBLE IDEAS:

a. The idea presents a problem but offers no solution.

b. The idea is vague or incomplete.

c. The idea indicates potential tangible savings but does not provide rationale or calculation on which to base the estimate.

d. The problem appears to be a complaint, or proposes a change in housekeeping practices or improvements in personal comfort. (Those ideas should be discussed with the supervisor.)

e. The idea suggests items in Army, DOD, or Federal stock be issued and used for intended purpose. (A proposed new use for an item is eligible.)

f. The idea would benefit only an Army contractor.

g. The idea calls attention to word omission, typographical or printing error normally corrected during formal review.

h. The idea proposes realignment of text or addition of a word.

i. The idea substantially duplicates an idea being considered including those ASP ideas that were closed within the last two years).

4. THE SUGGESTION PROCESS:

a. Suggestions are submitted on DA Form 1045 to the Area Support Group, Directorate of Resource Management, ASP Coordinator. You may also submit your idea on plain bond paper and forward it to the ASG Coordinator via email. You may download the 98th ASG Proposal form (<u>Suggestion Form</u>) and submit it electronically to the asp-coord@cmtymail.98asg.army.mil.

b. The suggester must sign and date the form. The suggester should also provide a permanent home of record address. In the event of unit relocation or deployment, suggesters with pending proposal should contact the 98th ASG Directorate of Resource ASP Coordinator to provide a forwarding address.

c. A suggestion should answer the following questions:

    (1) What is the present practice, system, or item being used?

    (2) What change or improvement is suggested?

    (3) Where and how can the idea be used?

    (4) What are the estimated savings or benefits?

d. The 98th ASG DRM ASP Coordinator will assign a number and title for each eligible suggestion.

e. The idea is initially staffed to a local organization, which has subject matter expertise. Your name and other personal information will remain confidential during staffing. If approval of the idea requires authority above the ASG level, or the idea applies to other communities, the ASP coordinator will forward the idea and local evaluation to Installation Management Agency (IMA), Europe Region for further evaluation. Ideas supported by IMA, which require HQDA approval, are forwarded for further consideration to HQDA.

5. **GOOD IDEAS:**

a. Make government work less complicated or restrictive.

b. Often challenge restrictive regulations or policies.

c. Are clearly written and provide sufficient information to allow for accurate interpretation.

d. Provide actual savings to the Army or other federal agencies, e.g., reduced labor, increased output, decreased cost of materials or conservation of resources.

6. **HOW TO GET STARTED:**

a. **IDENTIFY THE PROBLEM:** Provide a brief, factual description of the problem/ procedure. If the problem relates to directives or policies, which may require change, identify and cite the specific regulation or directive.

b. **PROPOSE A SOLUTION:** Clearly state the change that you wish to make. If the idea requires drawings, brochures or other information to help the evaluator picture your idea, include that information with your suggestion.

c.**SHOW BENEFITS:** Identify who can use the idea and the prospective benefits. Benefits may be real dollar savings or improvements in such things as morale, welfare, safety and working or living conditions. Always show how dollar savings were calculated. Identify the source of your data.

7. **PROPRIETARY RIGHTS:** Proprietary rights establish the suggester's ownership of the idea to ensure it is not used without the suggester receiving proper credit. Ownership begins when the idea is accepted and expires two years after the date of final approval or written notification of nonadoption.

8. **EVALUATION:** Your idea will be thoroughly reviewed before a final decision is made. Each level is expected to complete the evaluation within 30 days.

a. Your idea may be totally or partially adopted.

b. In the event of non-adoption, you will receive a written explanation, with a 60-day option to submit supportive information for re-evaluation of your submission.

c. The idea may be tested to determine the actual benefits to the government. Test periods are usually for one year followed by final evaluation and decision whether to approve or disapprove the idea.

9. **STATUS OF IDEAS:** The 98th ASG DRM Coordinator will keep you informed on the status of your idea. If you have any questions or need assistance, contact

your ASG Army Suggestion Program Coordinator.

10. **AWARDS:** When ideas are approved and implemented, either non-monetary or monetary awards may be granted. Monetary awards are based on tangible or intangible benefits as identified in AR 5-17. While all personnel are eligible for non-monetary awards, payment of monetary awards is limited to soldiers and appropriated fund civilian employees. Whether or not the idea is job related may influence your eligibility for a cash award.

11. **REQUEST FOR RECONSIDERATION:** If you receive a disapproval determination for your idea take the time to review the reasoning behind this decision. Ask yourself the following questions:

   a. Were all facets of your idea taken into consideration?

   b. Could it have been modified?

   c. Is there an error in the evaluator's logic or reasoning?

   d. Could you provide additional information or material that would warrant a relook? If you can provide new and/or additional information you can submit a written request for reconsideration through your ASG Coordinator within 60 days of the date of notification of final disposition. Your request will be processed as the original was processed; that is, it will be reevaluated at each appropriate level of command.   Commanders or their designees must approve the forwarding of any requests for reconsideration to higher headquarters.

12. **OTHER IMPROVEMENT PROGRAMS:** Ideas falling under existing stovepipe improvement programs should be sent directly to the responsible functional proponent.

   PRICE CHALLENGE PROGRAM: A program to challenge seemingly unrealistic prices for spare and repair parts and other items.

  U.S. Army Materiel Command Logistics Support Activity
  ATTN: AMXLS-MLB (Price Challenge)
  Redstone Aresenal, AL 35898-7466
  DSN 897-6029/6515 or pricech@logsa.army.mil

SUPPLY MAINTENANCE AND ASSESSMENT REVIEW TEAM - SMART: established to improve logistics support by eliminating administrative burdens, streamlining systems, taking advantage of technology, and implementing good ideas. The emphasis continues to be to simplify the work of the soldier at the unit and direct support level.   For more information go to the Project SMART page http://aeps.ria.army.mil/SMART/smartidea.cfm. You may submit your suggestion electronically through this site.   The SMART Team may be contacted at DSN 687-2406/0363/2399 or commercial (804) 734-2406/0363/2399.

Department of the Army
Project SMART
DIR OF CBT FOR CBT SVC SPT
Fort Lee, VA 23801-1809

TOOL IMPROVEMENT PROGRAM - TIPS: A program to receive and process ideas on using and improving Army tools. CASCOM SMART Cell assumed responsibilities for TIPS on 1 Aug 97. You may submit a suggestion to this program via the Internet by going to the SMART page.   The SMART Team may be contacted at DSN 687-2406/0363/2399 or commercial (804) 734 - 2406/ 0363/2399.

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Suggest Now - Don't Wait! An Award may be Lost if you procrastinate.